Performance Management/CPI Services BPA Attachment B3 Multiple Award BPA Terms and Conditions TO Level Quote Instructions

General Task Order (TO) Level Quote Instructions

- 1. These instructions are intended for the BPA holder quoting on TOs under the BPA.
- 2. Regarding BPA CTAs, only the *BPA Level* Team Lead can respond to RFQs.
- 3. In addition to the information required by the ordering agency RFQ, the quote must include at a minimum the following information:
 - a. The pricing information detailed in section 13.0 of the BPA Terms and Conditions.
 - b. Regarding BPA CTAs, designation of the *TO Level* Team Lead (may be *different* than the *BPA Level* Team Lead).
 - c. Regarding BPA CTAs, the quote must clearly distinguish the dollar value and specific performance amongst CTA team members being quoted.

Small Business Set-Aside Quoting Instructions

- 1. Orders may be set-aside for small business IAW FAR <u>8.405-5</u>.
- 2. For BPA CTAs with a *BPA Level* Team Lead who is other than a small business (or a small business who does not meet the socioeconomic status designated in the set-aside), if responding to an RFQ, the *BPA Level* Team Lead shall respond as follows:
 - a. A cover letter explaining they are the *BPA Level* Team who cannot perform as a BPA CTA member on the TO as they do not meet the business size designation in the RFQ.
 - b. Reference and include a quote from a BPA CTA member who is a small business (or small business who meets the socioeconomic status designated in the set-aside) and will be named the *TO Level* Team Lead for that Task.
 - c. The quote from the small business *TO Level* Team Lead shall follow the BPA General TO Level Quote Instructions in paragraph 3 above.
 - d. The quote from the small business *TO Level* Team Lead can only include BPA CTA members who also meet the small business size or socioeconomic status designated in the set-aside.
- 3. Any BPA holder who is a large business (or a small business who does not meet the socioeconomic status designated in the set-aside) cannot be named as an awardee

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(performing either as a *TO Level* Team lead or CTA member) for TOs set-aside for small business. This does NOT preclude them from performing as a subcontractor within the limits of FAR <u>52.219-14</u> Limitations on Subcontracting for TOs set-aside for small business. Refer to BPA Terms and Conditions Section 8.0 Contractor Teaming Arrangements for subcontracting details.